

Researching Public Works Record Drawings

The Public Works Central Files database contains a list of projects that have constructed public improvements. The database also contains Tract Maps, Parcel Maps and Record of Surveys, but it is by no means complete. Please note that copies of all Recorded maps can be obtained from the Santa Clara County Recorder's Office.

To research Record Drawings please follow these steps:

1. Use the Central Files database on the Internet (<http://cfiles.sanjoseca.gov/>) to search for projects that have constructed public improvements in your area of interest.

Alternatively, if you don't find what you are looking for in the Central Files database, you can also check the database of private development projects at: <https://www.sjpermits.org/permits/permits/> Here you can look up permits linked to addresses and Assessor Parcel Numbers, or by project numbers as discussed in item 4 below.

2. If you find a project in the database that you wish to view, go to the images directory on the website (<http://cfiles.sanjoseca.gov/images/>) find the scanned images of the project plans. The images are sorted by project number.

For example: you are interested in the plans for project "IM 1674". You would go to <http://cfiles.sanjoseca.gov/images/> and drill down through the directories as follows: start in the IM folder, then go into the IMP 1600 folder, and then find the folder labeled "IM01674" and then you would open the TIF files within that folder to see the plans. You can also save the TIF files onto your PC for later viewing or printing with the program of your choice.

To save a TIF file on your PC, right-click on the image link and select "Save Target As...". This will bring up a window allowing you to save the file to anywhere on your own PC.

3. If you don't find a matching folder, check the field "Location of Plans" in the database to see if it indicates that the plans are still with the Project Manager. If so, then you will need to come to City Hall to view the plans.
4. If when looking for the plans you find a reference to AMANDA, then you should be able to view the plans on-line at (<https://www.sjpermits.org/permits/permits/general/permitquery.asp>). AMANDA is the project database for all private development related projects. You can search by either the 3 Dash number or the Tract number. If searching by the 3 dash number, make sure you enter it in the format 3-00000 (i.e. enough leading zeros to make it five digits after the 3-). If searching by Tract number then just enter the number (i.e. for Tract Number 9000, just enter 9000).

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5. If the database matches on your Tract or 3 Dash number, look for any entries titled "Improvement Plan" and click on the associated link. You should then click on the button titled "Documents" near the top of the screen. A list of documents associated with this project will be displayed, and you should look for any documents titled "Improvement Plan". You may see two entries, one with a Subdoctype of "Approved" or "Record Drawing". The "Approved" document is a scanned copy of the plan at the time it was approved, and the "Record Drawing" document is a scanned copy of the plan at the time construction was completed.
6. Click on a document, and the system will retrieve it and convert it to a PDF file. You must have Adobe Acrobat Reader (<http://www.adobe.com/>) installed in order to view these documents.
7. Once the image has loaded into the viewer, the first page will be an index coversheet. Press the next page button at the top of the window to move between the different pages. To save the PDF file to your computer for later use just click on the icon with the picture of a floppy disk..